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# **Adobe Acrobat 5.0**

## **User's Guide for Chambers**



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# Purpose of This Guide

*Adobe Acrobat 5.0: User's Guide for Chambers* is created to provide chambers staff essential information on tools and features that can be used creating documents in PDF. The Office of Court Administration and Defender Services created this guide to meet the needs of courts currently using CM/ECF, and those who will be implementing CM/ECF in the near future. Each topic covered in this guide provides examples of actual documents found in CM/ECF, as well as suggestions when particular features are most appropriate. Step-by-step instructions, screen shots, and explanations ensure that regardless of computer experience, you will be able to accomplish your needs.

The guide is divided and bookmarked into five general areas of Adobe Acrobat 5.0, so that you can easily go to and obtain information on the topic of interest:

**Section 1: About Adobe Acrobat** covers the basics of Acrobat 5.0, such as a description of the various buttons displayed on the Acrobat 5.0 screen; opening PDF document; and creating a PDF document from a WordPerfect document.

**Section 2: Accessibility** discusses how to retrieve and display on your computer a PDF document from the court's network drive, or from a remote location.

**Section 3: Comments, Edits and Document Management** details how to perform actions such as underlining text, adding a comment to a document, and highlighting text. This section also includes instruction on editing text in a document that is already in PDF format, inserting and deleting pages within a PDF file, and how to generate a report of comments that have been added to a document.

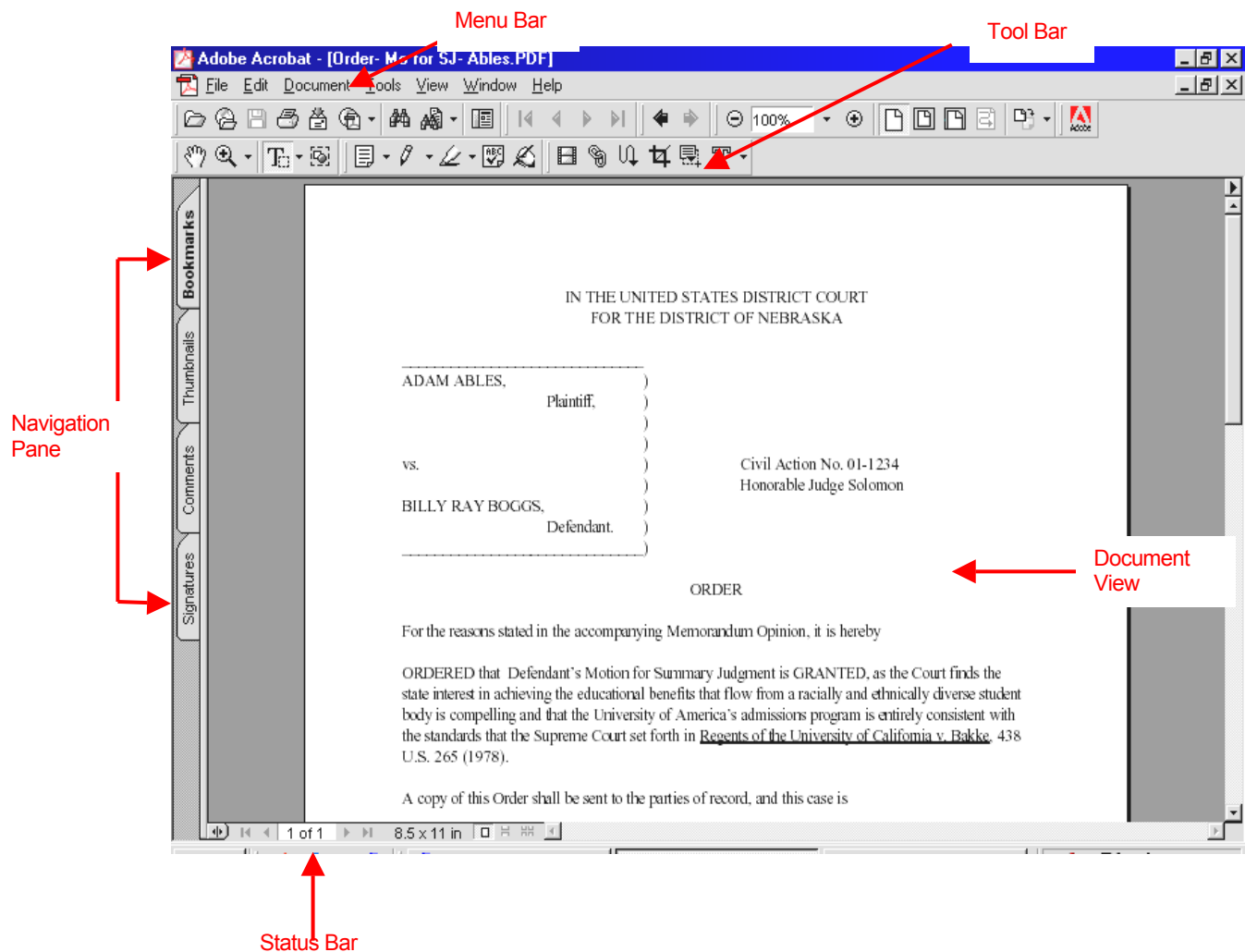
**Section 4: Security** discusses how to password-protect a PDF document that you may have saved on the shared network drive of the court. The steps outlined in this section will assist you in limiting the number of people who may open and view the document prior to posting it to CM/ECF.

**Section 5: Using Adobe Acrobat with CM/ECF (How Do I...?)** is a FAQ-structured section that provides answers to some commonly-asked questions of courts who are currently using CM/ECF.

In addition to this guide, a course on Adobe Acrobat is available via the FJTN. Please refer to the FJTN Bulletin for more information, or contact John Leonard at 210-301-6308 or Kelly Chadwick at 210-301-6460. The course description may be obtained at <http://156.132.84.151/coursedesc.asp?COURSEID=242>.

# Adobe Acrobat Basics

The Adobe Acrobat application provides users with extensive tools to create, view, search and annotate PDF documents. All of the controls needed to perform these functions and many more are included in Adobe's workspace, which are separated into five areas: the menu bar, tool bar, thumbnails (navigation pane), document view, and status bar.



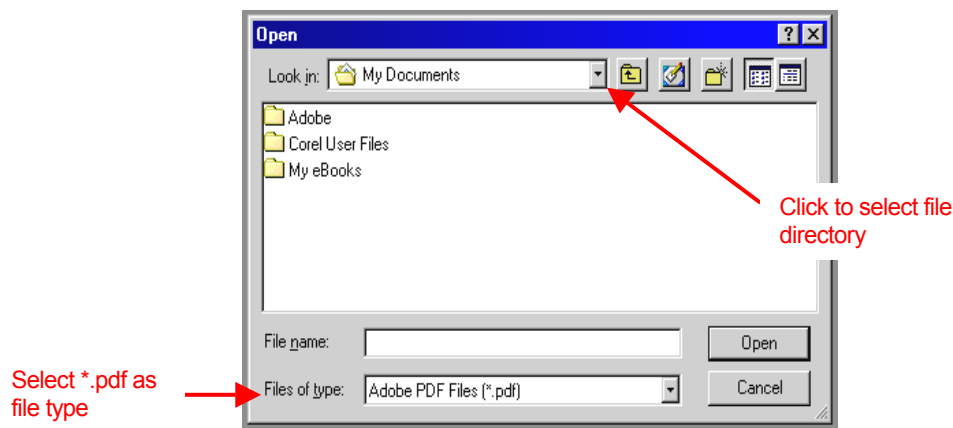
<b>Menu Bar</b>	Horizontal row of options, usually containing drop-down menus for further options that a user can select.
<b>Tool Bar</b>	Horizontal row of buttons that are used to perform a specific function.
<b>Navigation Pane</b>	Smaller previews of a document, by index, thumbnails or contents. Lists of signatures and indexes of annotations may be viewed from here.
<b>Document View</b>	Also called the <i>desktop</i> . The area where the PDF document is displayed.
<b>Status Bar</b>	Provides details of the document currently opened, such as page number and page size. Also includes buttons to move to the beginning of a document, end of a document, previous page, next page, and multiple page views.

## A. Opening a PDF Document

There are many ways a user can open a PDF document. Examples include opening a PDF document from the computer's file directory, from Adobe's menu bar, and from Adobe's toolbar. The following instructions detail how to open a document within Adobe Acrobat.

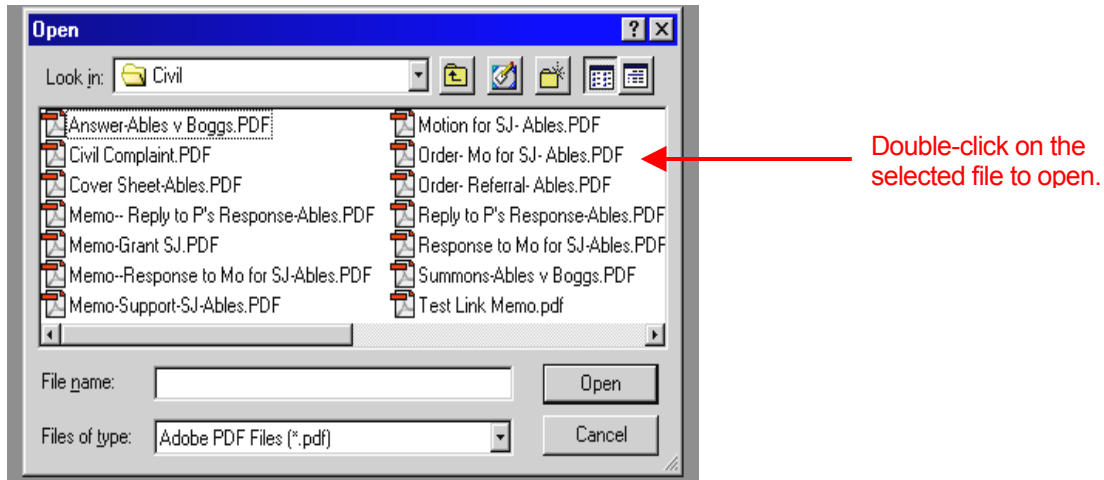
### To open a PDF Document from the Adobe Menu Bar:

1. Access Adobe Acrobat, using the Start button or clicking on the icon located on the desktop.
2. From Acrobat's menu bar, select the **File > Open...** option from the menu bar. The Open dialog box appears.



3. Click on the drop-down arrow in the Look in: field to display your file directory. Select the appropriate drive where the PDF document is located.

4. When the drive is selected (example: c: drive), various folders and Adobe documents will be displayed. To open the file, use your mouse to select the file and then select the **Open** button. You may also double-click on the selected file to open it.



## To Open a PDF Document from the Adobe Toolbar:



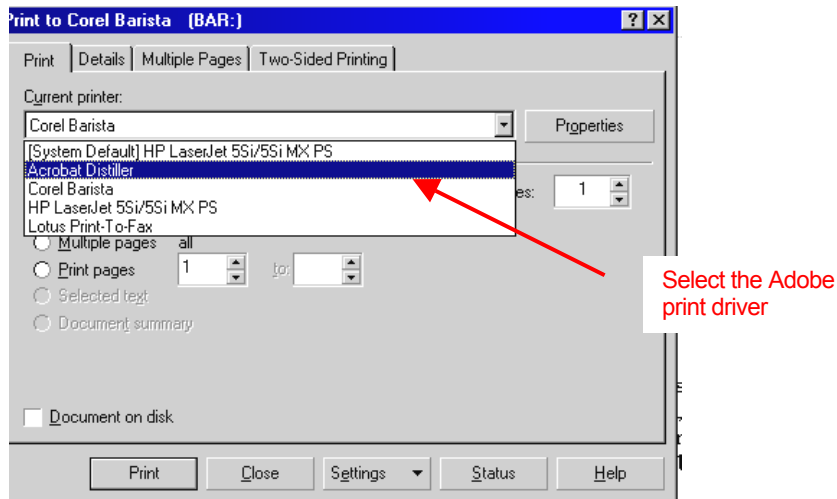
1. Access Adobe Acrobat.
2. Click on the folder icon located on the toolbar. The Open dialog box appears.
3. Click on the drop-down arrow in the Look in: field to display your file directory. Select the appropriate drive where the PDF document is located.
5. Once the drive is displayed, double click on the file you wish to open and view in Acrobat. You may also double-click on the selected file to open it.

## B. Creating a PDF Document

The process of creating a PDF document from a word processing document is simple. Depending on the version of Acrobat installed on your computer, Adobe Acrobat uses Acrobat Distiller (Acrobat Writer in version 4.0) to create PDF files, where a process of printing the document is simulated. Additional software is not required because all the components needed to create a document to PDF is available when installed.

### To Create a PDF File:

1. Ensure that you have a MS Word or WordPerfect document is open. If you do not have a word processing file open, select the document you wish to convert to PDF by using Windows Explorer or **Start > Documents**.
2. Select **File > Print** from the menu bar, or **CTRL+P**. The Print dialog box appears.
3. Select the drop-down arrow at the Current printer: field. Select Acrobat Distiller from the list of options.



4. Select the **Print** button to convert the document to PDF. The **Save As** dialog box appears.
5. Select the drop-down button in the Save in: field to select the destination of the file (example: n: drive).
6. Use the File name: field if you wish to save the PDF file with a different name than the word processing copy. Otherwise, you may leave the field as is.
7. Ensure that the Save as type: field displays the option PDF Files (\*.pdf).
8. Select the **Save** button. Adobe creates a PDF version of the document in the background, and shortly displays it. Your original copy of the document (e.g. WordPerfect) is still retrievable.
9. Select **File > Close**, or the **Close** button to exit the applications.



## Creating a PDF Document with a Scanner

Adobe Acrobat can be used to convert scanned documents into PDF, however scanned documents do not have the same functionality that “normal” PDF documents have (such as search, copy or revise text).

Because the Administrative Office does not support any specific scanner, and courts use various document-scanning procedures, ask your Systems Administrator about scanning documents into PDF within your court.

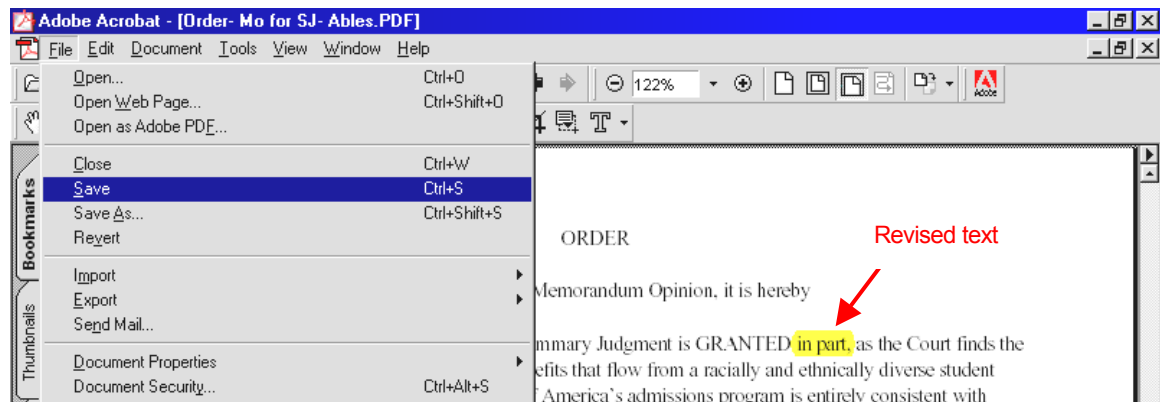
## C. Saving a PDF Document

Adobe Acrobat's save feature may be used for converting a document into PDF, and to save any changes to the PDF document. Such changes include:

- Adding or removing text
- Adding, removing, or revising annotations
- Copying text from another document
- Moving text to another document

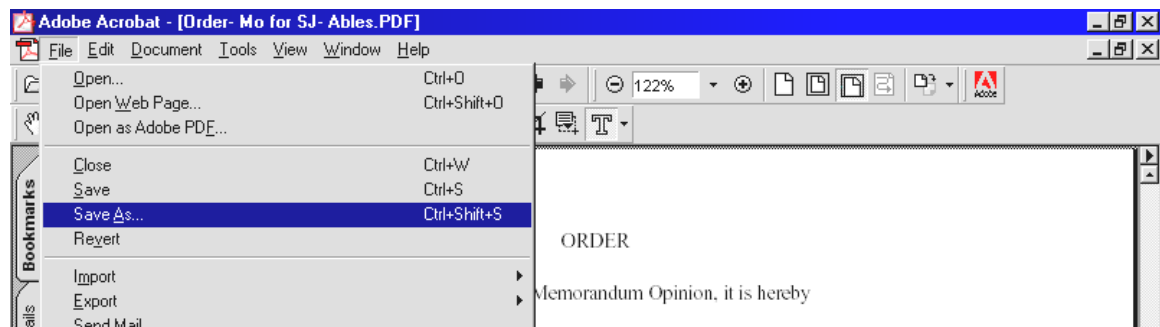
### To Save a PDF Document:

1. Select **File > Save**, or the Save button.



2. Acrobat saves your changes, using the same file name assigned to the document.

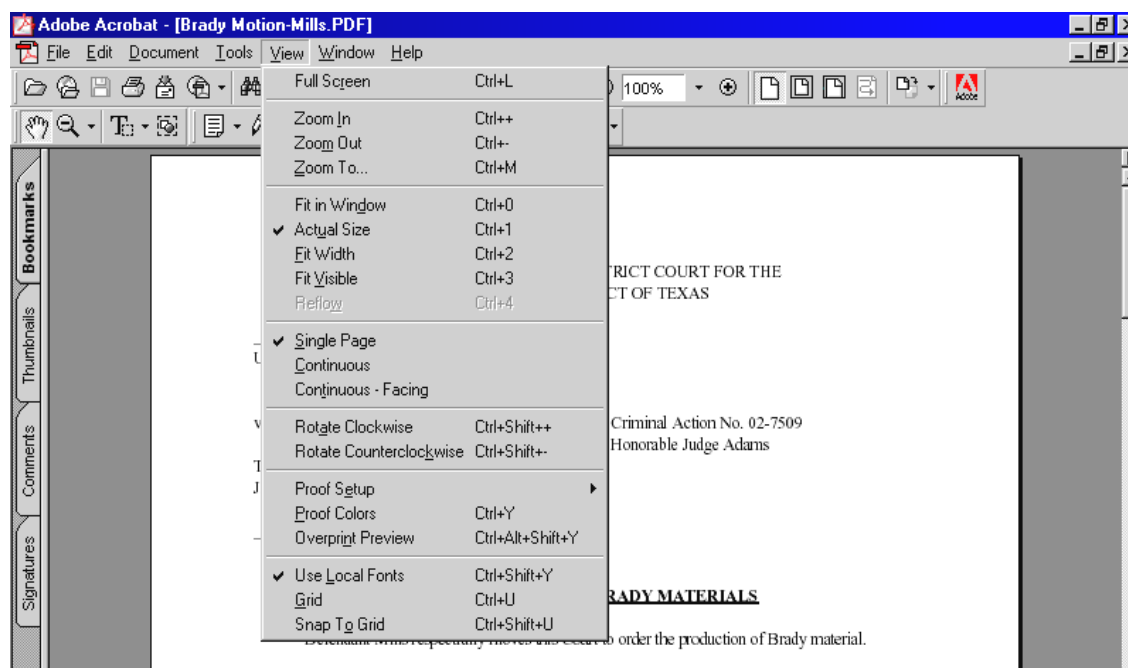
Note: To differentiate versions of the same document, you should use the **File > Save As** function, and rename the file (e.g. Order\_SJ\_Ables\_2.pdf).



## D. Viewing and Navigating in Acrobat

### Viewing PDF Documents

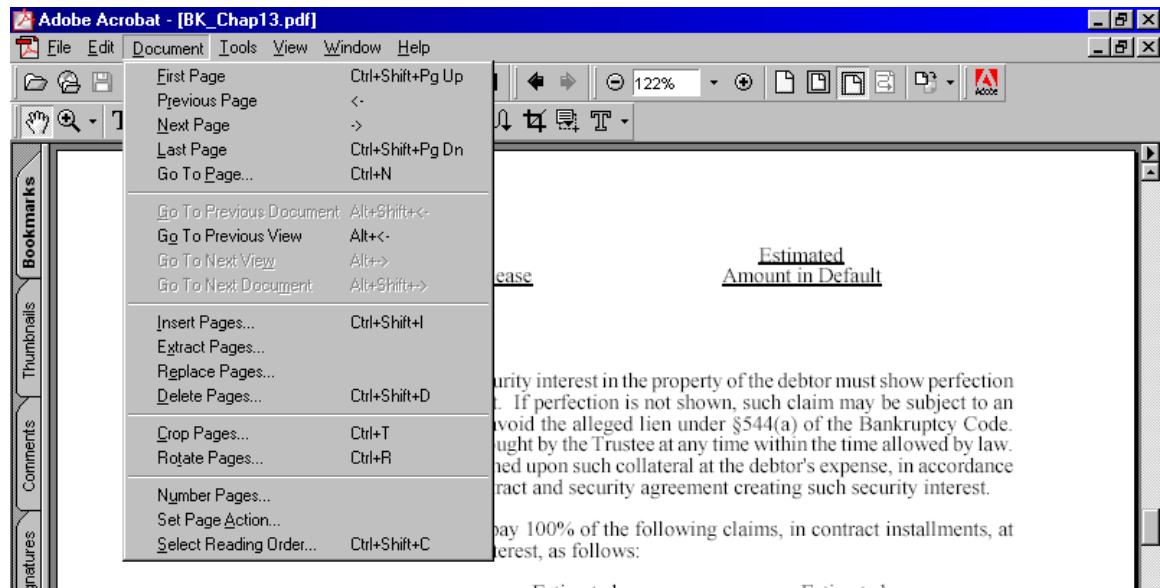
Once opened, PDF documents may be viewed in many ways, such as full screen view, zoom in/out, and multiple pages. The table below details the types of options that may be used when displaying documents. For information on additional options, access Acrobat Help.



View Type	Description
Full Screen:	Displays the document without any controls visible. To exit full screen view, select the <b>Esc</b> button.
Zoom In:	Magnifies the size of the document.
Zoom Out:	Decreases the size of the document on the screen.
Fit in Window:	Resizes the document, so that it fits entirely in the window.
Actual Size:	Displays the document in Acrobat's actual size – typically 100%
Fit Visible:	Displays the contents of a document across the width of the screen, without margins.
Continuous Facing:	Displays two pages of the document on the screen.

## Navigating in a PDF Document

Similar to the view feature, Acrobat provides many ways to navigate through a document. The options to navigate through a document may be found by selecting **Document** from the menu bar, or using the control buttons on the toolbar.



Navigating through documents, using the Acrobat's menu bar.



### Navigation Pane

Displays or hides the navigation palettes on the screen. These palettes include Thumbnails, Bookmarks, and Comments.



### First Page

Jumps to the first page of a document.



### Previous Page

Jumps to the previous page of a document.



### Next Page

Moves to the next page of a document.



### **Last Page**

Moves to the last page of a document.



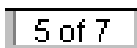
### **Previous View**

Returns to the previous page viewed; this is similar to using an Internet browser's Back button.



### **Next View**

Moves to the next page viewed, similar to an Internet browser's Forward button.



### **Current Page**

In addition to displaying the current page and total number of pages, this field allows the user to jump to a specific page of the active document. Located on the status bar (lower left side of the screen), click in the field and enter a page number.



### **Horizontal/vertical Scroll Bar**

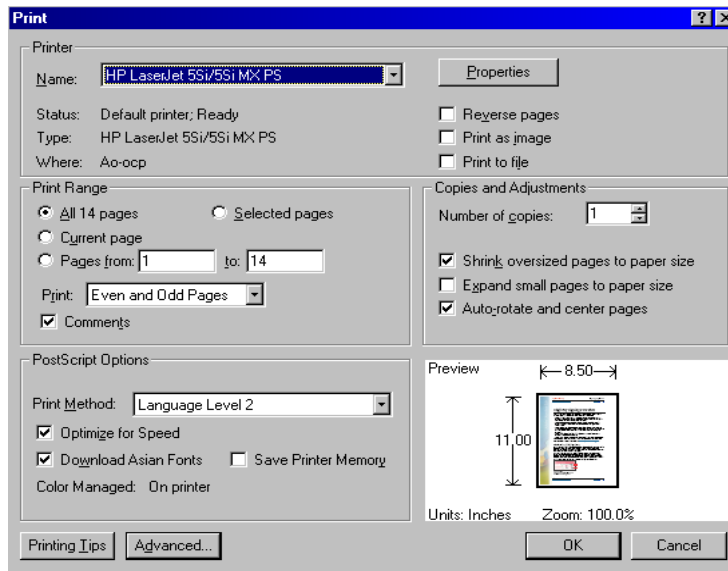
Allows the user to move the current page to the left or right, up or down. Scroll bars may be used when the document view is larger than the screen.

## E. Printing PDF Documents

Adobe Acrobat's print feature allows you to print an entire document, a page, or selected pages of text. To print a document from Acrobat, follow the steps below:



1. Ensure that you have the PDF document you wish to print open.
2. Select **File > Print** from the menu bar, or select the **Print** button. The Print screen appears.



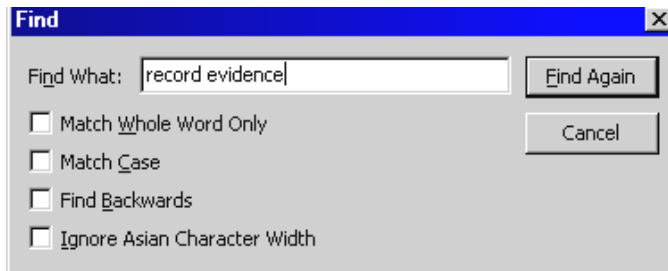
3. Ensure that the correct printer is referenced in the Name: field. If not, select the drop-down button and choose the appropriate printer.
4. In the Print Range area, select the radial dial that best fits the type of print job you want to perform:
  - All *n* pages:** Prints each page of the document.
  - Selected pages:** Prints the pages of the document selected when using the Thumbnails tab.
  - Current page:** Prints the page current displayed on the screen.
  - Pages from:** Prints the pages you specify in the from: and to: field.
5. Select the **OK** button to send your document to the printer.

## F. Text Search in Acrobat

The Find command allows you to perform a text search on documents created in PDF. Documents that are scanned into PDF can not be searched using this feature.



1. In Acrobat, select **Edit > Find** from the menu bar, or click on the **Find** button.
2. Enter the word or phrase you wish to locate in the PDF document. Acrobat can search for and match the word exactly as you have entered it (Match Whole Word Only), or by case (Match Case), in addition to searching backwards from the area of the PDF document you are positioned.



3. Select the **Find Again** button, or Enter on your keyboard to invoke the search.

# Accessibility

Adobe Acrobat provides access to PDF documents for viewing, editing, or printing. Using various methods, you can:

- Retrieve a PDF document from your computer's hard drive.
- Retrieve a PDF document from the network drive of the court.
- Retrieve a PDF document from a remote location.
- Retrieve a PDF document from email.



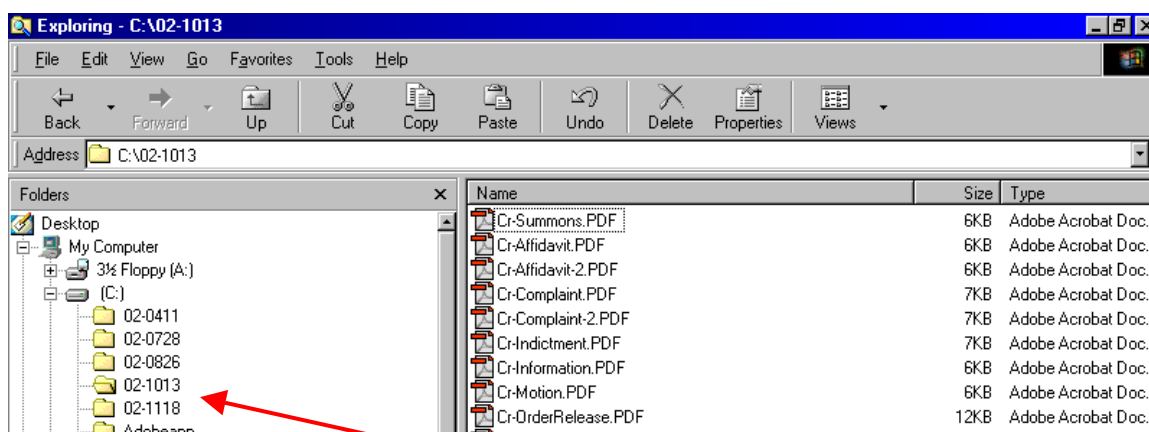
Regardless of which method used, Adobe Acrobat 4.0 or 5.0 must be installed on the computer in order to access any PDF document. To ensure that Adobe Acrobat is installed on the computer, look for the Adobe icon on the desktop, or select **Start > Programs > Adobe Acrobat**.

## A. Access to PDF Documents



### Method #1: Access Through Windows Explorer

1. Select **Start > Programs > Windows Explorer**. The Windows Explorer screen appears.
2. Double-click on the folder that contains the file you wish to access. The documents saved in that folder will appear on the right side of the explorer screen.



3. Double-click on the PDF file displayed on the right of the explorer screen to open the document.

## Method #2: Selecting Windows Explorer from the Taskbar

Depending upon your desktop configuration, you can use the steps below to access Windows Explorer:



1. Select the Windows Explorer icon from the taskbar.
2. Follow steps 2-3 from Method #1 to access the PDF document.

## Method #3: Access Through Adobe Acrobat Application

1. Select **Start > Programs > Adobe Acrobat**. If the Adobe Acrobat icon has been placed on your computer's desktop, you may double-click on the icon to open the application.
2. Select **File > Open** from the menu bar, or click on the Open icon. The Open screen appears.



3. Select the drop-down arrow next to the Look in: field to select the drive that the PDF document is located.
4. In the Files of type: field, select *All Files (\*.\*)* or *Adobe PDF Files (\*.pdf)*.
5. Once the files for the selected folder appear, double-click on the PDF file you wish to access the document.

## B. Remote Accessibility

In addition to accessing PDF documents within the court, documents can be accessed remotely, such as email (Lotus Notes), the World Wide Web (Netscape Navigator), and from secure networks (DCN).

Important: Contact your Systems Administrator to obtain specific steps to remote access, as each court may set up this feature differently. Refer to Method #1: Access Through Windows Explorer to access a document from the court's network drive from a remote location.

### To Access a PDF Document from Lotus Notes:

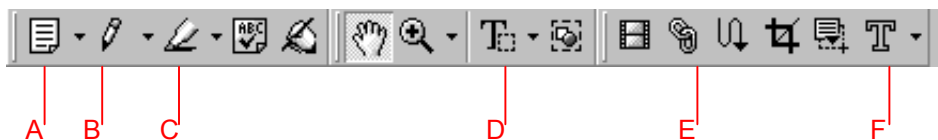
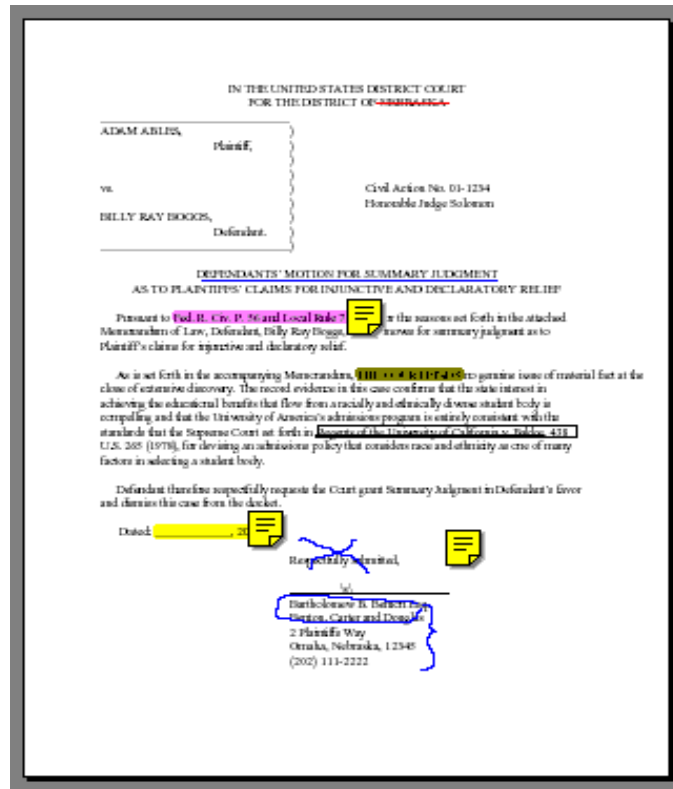
1. Select and open the email containing the PDF document.
2. Double-click on the PDF attachment saved to the message. The Attachment window appears.
3. Select the Launch button to open the PDF document. The PDF document will be displayed.
4. To save the document to a disk or to the local hard drive, select the **Detach** button. See *Saving a PDF Document* in Section II-C for further instructions.

## Section

# 3

# Comments, Edits and Document Management

Adobe Acrobat provides a user with various methods to annotate an electronic document, similar to adding a “sticky note” to a case or editing a motion. Some of the markup operations you will use most frequently will include text markup, comments, and incorporating text. This section will describe how to use all of these tools in the best possible way.



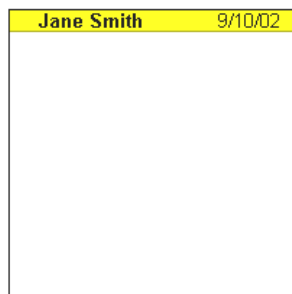
A: Notes Tool  
B: Pencil Tool  
C: Highlight Tool

D: Text Select Tool  
E: Link Tool  
F: Text Touch-up Tool

## A. Annotating PDF Documents

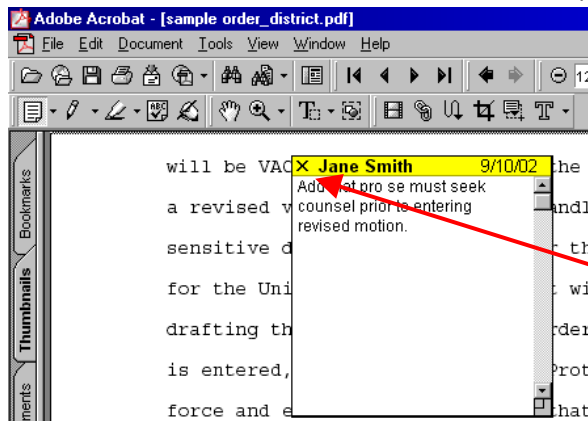
### To Add a Note:

1. Open the PDF document.
2. Select the Notes button from the toolbar. The mouse pointer turns into a note icon.
3. On the PDF document, click in the location you wish the note referenced. A dialog screen appears where you can type data.



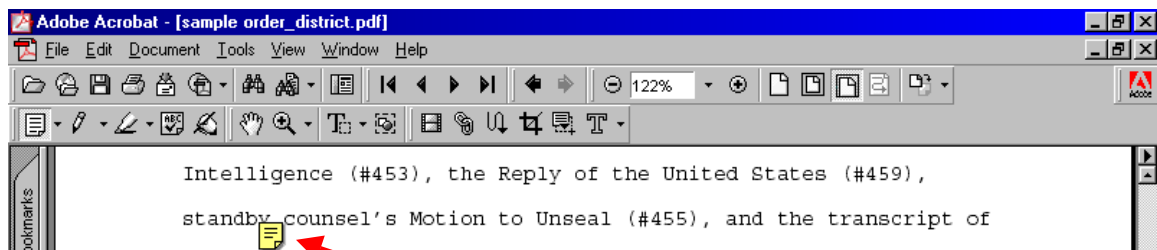
Notice that the user's name and the date the note was created appears in the dialog box.

4. After entering comments into the dialog box, select the Close button located on the upper left corner of the dialog screen to close the box (Screen 4a). The annotated PDF document will display the Notes icon, indicating that there is a comment referenced to the document (Screen 4b).



Close button

Screen 4a



Screen 4b

Notes icon

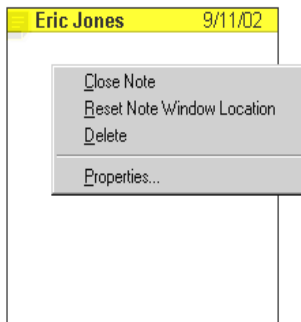


5. Select the Hand button to navigate throughout the document.

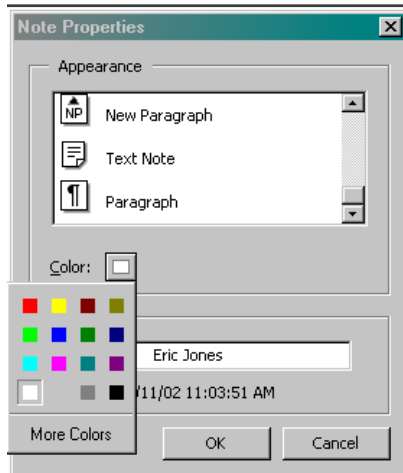
## Annotation Properties

Adobe Acrobat has a feature that allows users to set color properties to the notes added to a document. For example, two people annotating the same document can display their notes, markups, etc. in colors separate from each other. To set the color properties of the Notes tool, perform the following steps while creating the first comment:

1. While the Notes dialog box is open, right-click to display the drop-down menu.



2. Select the Properties... option. The Notes Properties screen appears.

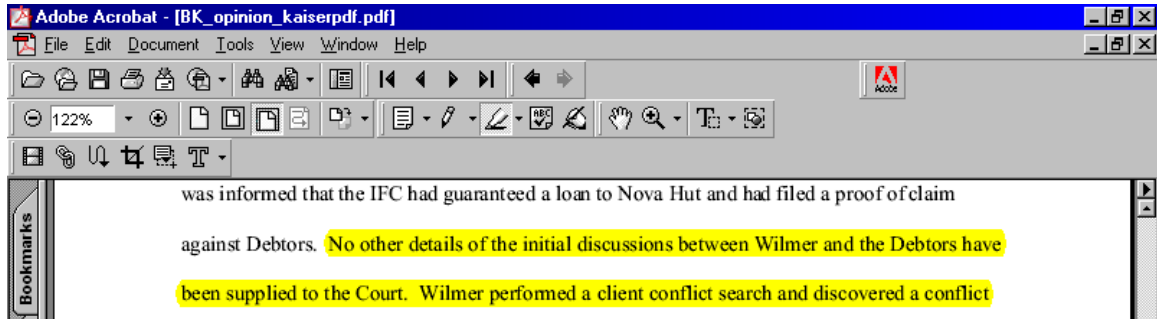


3. Click on the Color: option box to display the colors available for selection.
4. Acrobat assigns the color selected to your Notes icon and dialog box.



## To Highlight Text:

1. Select the Highlight button from the Acrobat toolbar.
2. Hold the left mouse button down, and drag the pointer across the selected text. After the mouse is released, the text appears highlighted.

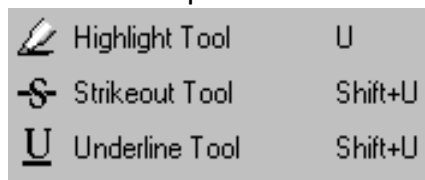


3. When you have completed highlighting text, select the Hand button to navigate throughout the document.
4. To change the color used for highlighting text, follow the steps described under *Annotation Properties*.

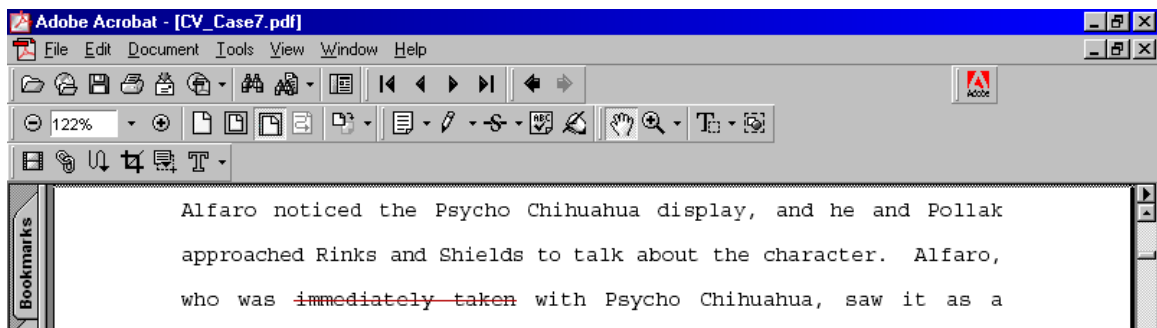
## To Strike out Text:



1. Select the drop-down arrow next to the Highlight button.



2. Select the Strikeout Tool option. The cursor changes to the text select icon.
3. Drag the mouse across the text you wish to edit. A strikeout line will appear across the text, as shown below.

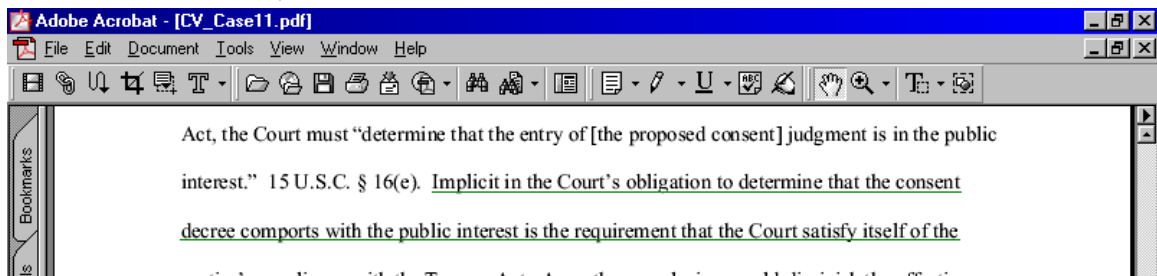


4. Select the Hand Tool button to return to navigating throughout the PDF document.
5. To change the color used for text strikeout, follow the steps described under *Annotation Properties*.

## To Underline Text:



1. Select the drop-down arrow next to the Highlight button.
2. Select the Underline Tool option. The cursor changes to the text select icon.
3. Drag the mouse across the text you wish to edit. An underline will appear below the selected text, as shown.



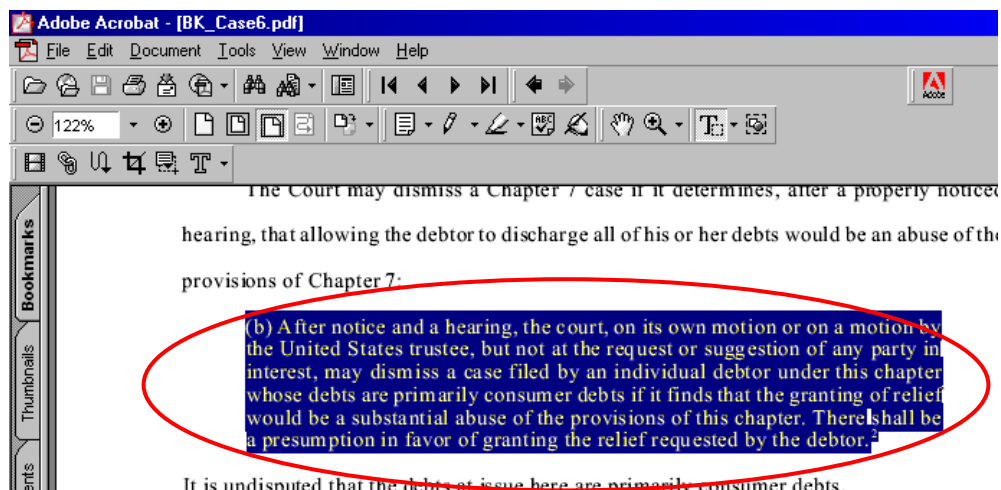
4. Select the Hand Tool to return to navigating throughout the PDF document.
5. To change the color used for underlining text, follow the steps described under *Annotation Properties*.

## B. Copying and Pasting Text from PDF Documents

Acrobat's Text Select tool is useful for copying text from a PDF document and pasting it to a word processing document. You may use this feature to copy an entire PDF document to WordPerfect (or portions of text to WordPerfect) in order to make corrections or even create a new document (such as an order to a motion).



1. Select the Text Select button. The mouse pointer turns into an I-bar.
2. Drag the pointer across the text you wish to copy.



3. Select **Edit > Copy** from the toolbar, or CTRL+ C.

4. Go to your opened word processing program. To do this, select the icon on the taskbar.



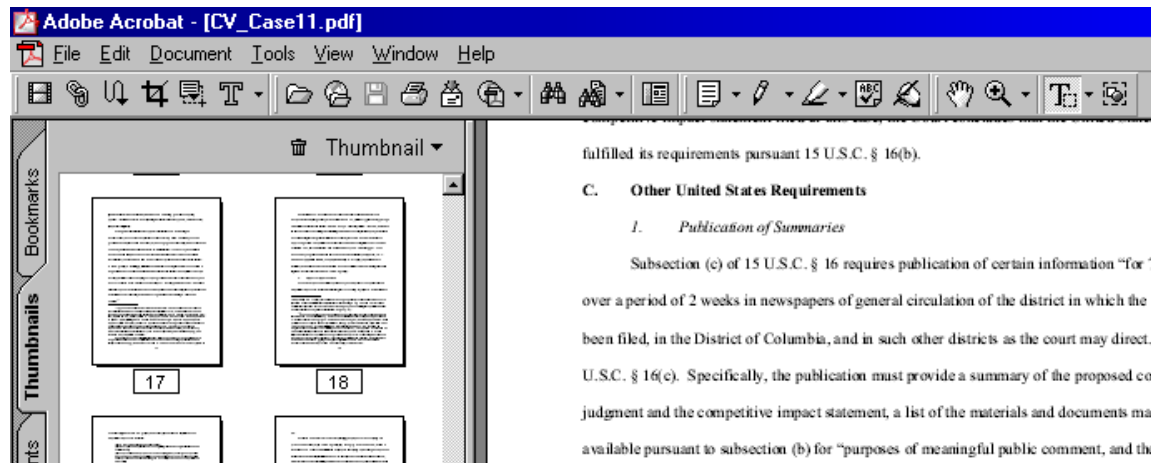
5. Click in the area of the word processing program where you wish to place the copied text. When you do this, your cursor should appear.
6. Select **Edit > Paste** from the toolbar, or **CTRL + V**. The text will appear in the word processing application.
7. Ensure that you have checked the word processing document for accuracy (e.g. format, font type, font size). Save any changes you have made before closing the document.

## C. Editing PDF Documents

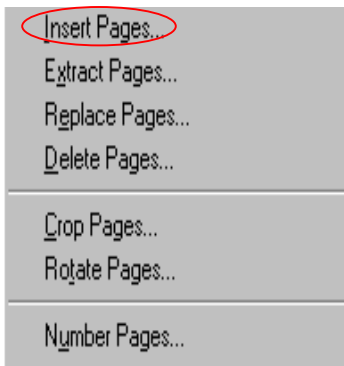
Editing PDF documents may be performed similar to editing text in a word processing document. It is important, however to ensure that the new document is saved with a different filename (e.g. [doctype]\_[case]\_2.pdf).

### To Insert a Page:

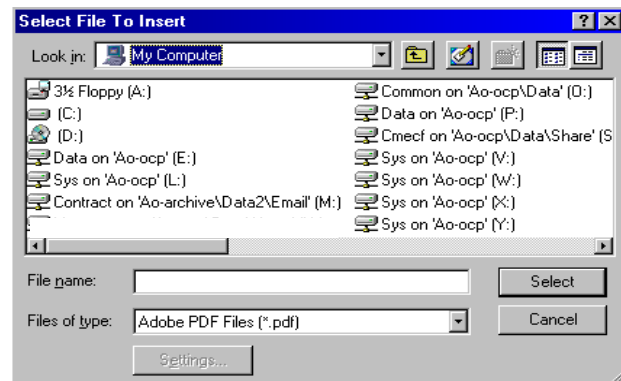
1. Ensure that the page you wish to insert has been saved as a PDF file.
2. To view the navigation pane, select the Thumbnails button on the toolbar, or **Window > Thumbnail**. Select the Thumbnails tab located on the left side of the Acrobat desktop. The window displays the documents in a smaller view.
3. Click on the page number where you wish to insert the document. The page number is highlighted.



4. Select **Document > Insert Pages** from the menu bar (Screen 2a). The Select File to Insert dialog box appears (Screen 2b).



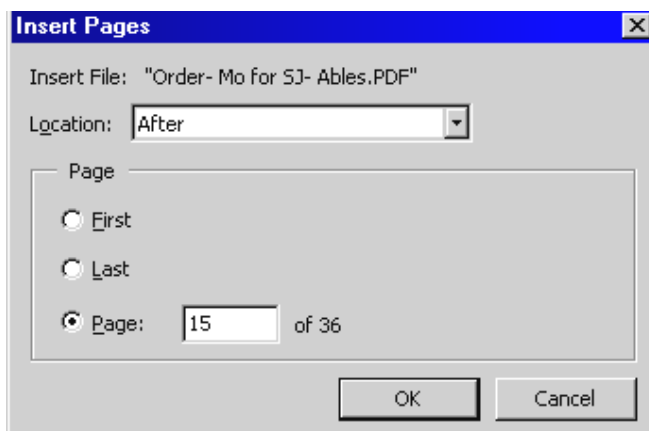
Screen 2a



Screen 2b

5. Use the Select File to Insert dialog box to search for and select the appropriate document you wish to insert.
6. After selecting the document you wish to add, the Insert Pages dialog box appears. Depending upon your task, choose the following selections:

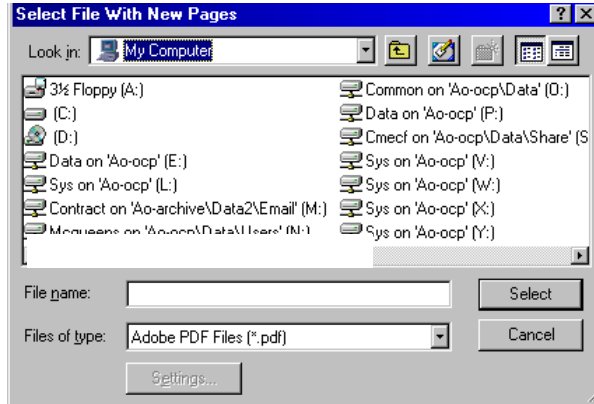
- Insert File Location** Displays the file that may be inserted into the document currently open. Click on the drop-down button and select After to insert the file *after* the PDF page you selected (see step #2). Select Before to insert the file *before* the selected PDF page.
- Page** The radial dial is automatically selected for the Page: option if you have highlighted the PDF page you wish to insert the file. If you wish to insert the PDF file near the first or last page, select that respective radial dial.



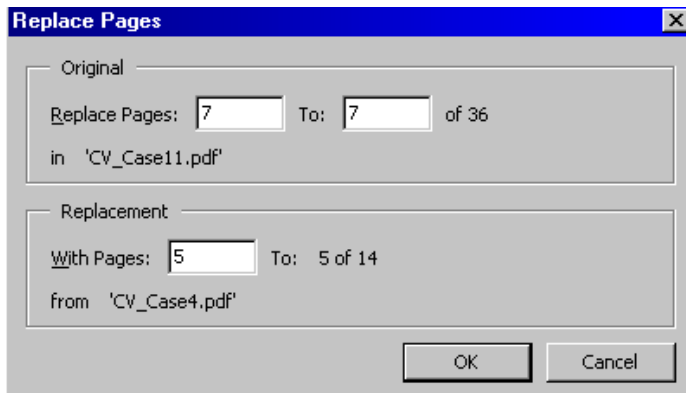
7. Acrobat inserts the file into the location you selected.
8. Save the document that includes the changes you have made.

## Replacing a Page in a PDF Document:

1. Select **Document > Replace Pages...** from the menu bar. The Select File With New Pages dialog box appears.
2. Search for the document you wish to replace with the page selected in Acrobat.



3. The Replace Pages dialog box appears. Enter the pages you wish to place in the original document and click on the OK button.

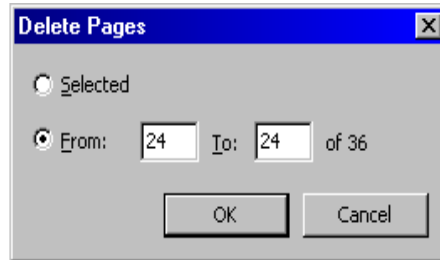


4. Acrobat displays the message “Are you sure you want to replace page *n*?” Click on the Yes button to continue.
5. Acrobat replaces the selected page. Save the changes you have made to the document.

## Deleting Pages from a PDF Document:

This function is useful for deleting the header of an order before inserting the remaining document to issue an order to sequential motions.

1. Select **Document > Delete Pages...** from the menu bar. The Delete Pages dialog box appears.



2. Enter the page(s) you wish to delete, and select the OK button.
3. Acrobat displays the message “Are you sure you want to delete page *n*?” Click on the Yes button to continue.
4. Acrobat permanently deletes the selected page. Save the changes you have made to the document.

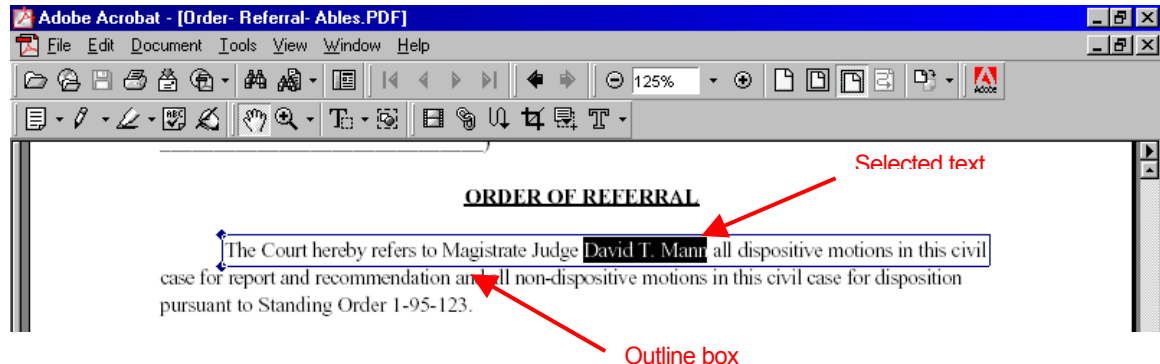
Hint: You can also delete a page using the Thumbnails tab; click on the page you wish to delete and use the Documents > Delete Pages menu path. Acrobat will automatically choose the Selected radial dial. Select OK for Acrobat to accept your changes.

## Using the Text Touch-up Tool:

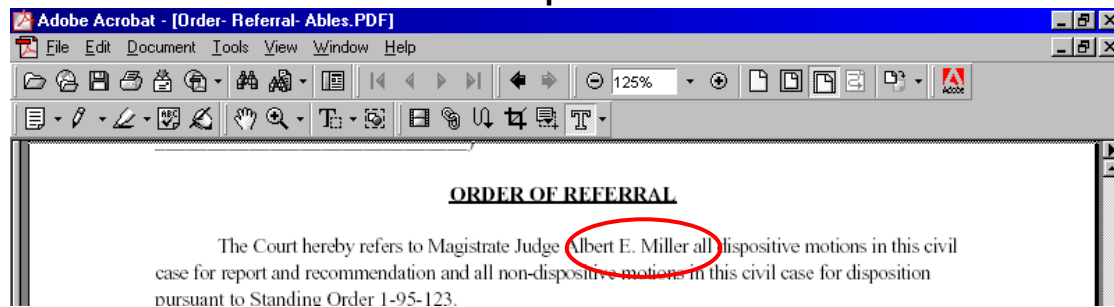
The text touch-up tool is useful for making quick corrections on PDF documents. When using this tool, you can edit the document in similar manner to a word processing application.

T

1. Select the Text Touch-up button on the toolbar. The cursor changes to an I-bar.
2. Click on the line of text you wish to edit. A box outlines the entire line.
3. While holding the mouse button down, drag the pointer across the text you wish to edit. Acrobat highlights the selected text.



4. As you type the revised text, Acrobat deletes and replaces the existing text. Click outside of the outline box to remove its display.
5. To change the attributes of the text, for example font type or font size, highlight the text and select **Tools > TouchUp Text > Text Attributes**.



6. Save the document containing changes (e.g. Order\_Refferral\_Ables2.pdf).

Important: When using the text touch-up tool to perform edits, only one line of text may be selected at a time. If you wish to perform major edits (block of text, paragraphs), copy the text and paste it into a document from a word processing application.

## D. Managing Documents and Annotations

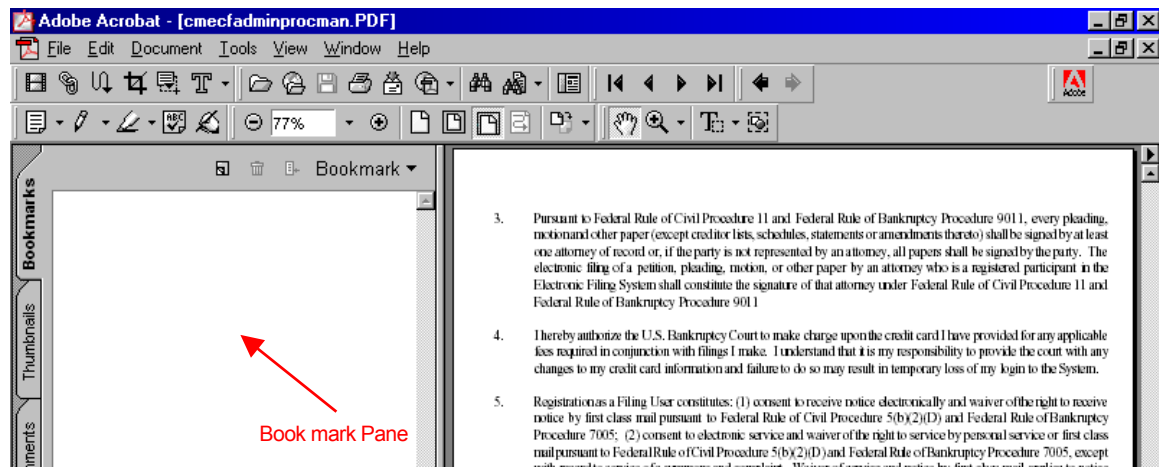
### Working with Bookmarks

Adobe Acrobat's bookmark feature allows the author of the document to create links for readers to jump directly to a particular area of the PDF document. In addition, the bookmark feature may be used similar to a bookmark you would place in a publication - marking a page or area you wish to return to later. Bookmarks are useful for creating a contents page for a large document.

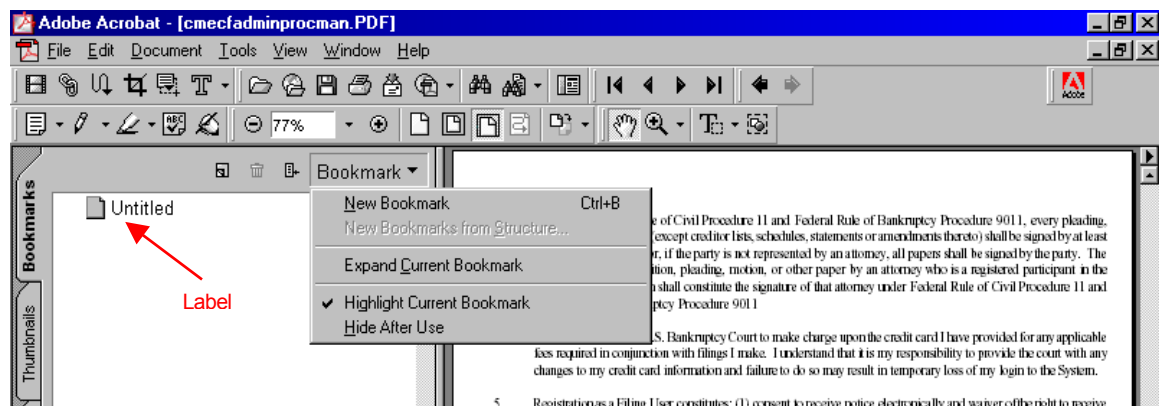
It is recommended that you create bookmarks after you have created the entire document and saved it as a PDF file.

### To Create Bookmarks:

1. Ensure that the document you wish to create bookmarks for is open. The page you wish to create a bookmark for should be displayed on the screen.
2. Select the **Show/Hide Navigation Pane** button on the toolbar. The navigation pane appears to the left of the document.
3. Select the Bookmark tab; the bookmark pane will be blank.



4. Select **Bookmark > Create New Bookmark**, or click on the **New Bookmark** button to create an entry. A label field with the text "Untitled" appears.



5. Type the label reference you wish to display for the page, then press **Enter**.
6. Use the scroll bar, or the **Next Page** button to advance to the next page of the document that you wish to create a bookmark. Repeat steps 4 and 5. When you have completed creating all of the bookmarks for the document, save your work.

## Viewing Bookmarks

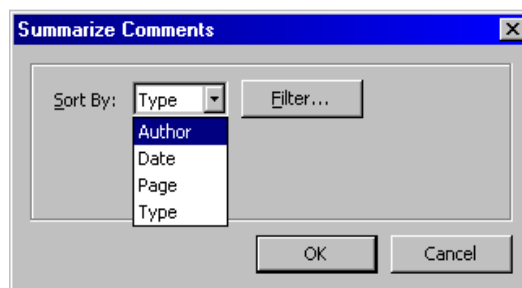
1. In an opened PDF document, select the **Show/Hide Navigation Pane** button, or click on the **Bookmarks** tab. A list of bookmarks appear.
2. Click on the bookmark of your choice to jump to the referenced area.
3. To move to another bookmarked area, select the appropriate reference label in the navigation pane.

## Organizing Comments and Annotations into Reports

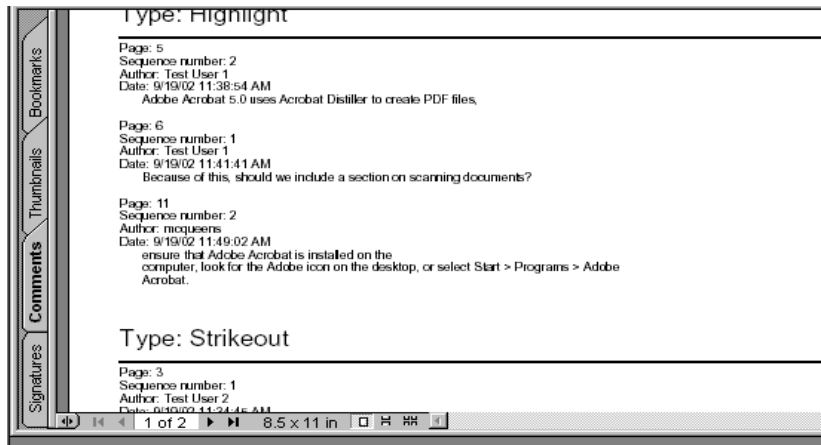
In Acrobat, there are a number of ways to collect and organize comments made to a PDF document. Comments can be organized by type, user, or date, and can be summarized into a report - which is very useful for such purposes as categorizing annotations made by judges on motions, or organizing comments made by law clerks on opinions. You can also replace comments and make corrections as necessary. In addition to managing comments, you can use Acrobat to merge several documents, replace pages in a document, or incorporate documents from various sources. The following section describes how to perform these operations with PDF documents.

### To Generate a Summary of Comments:

1. Select **Tools > Comments > Summarize** from the menu bar. The Summarize Comments selection screen appears.



2. Select the appropriate option and click on the **OK** button. Acrobat generates a summary report, as shown below.



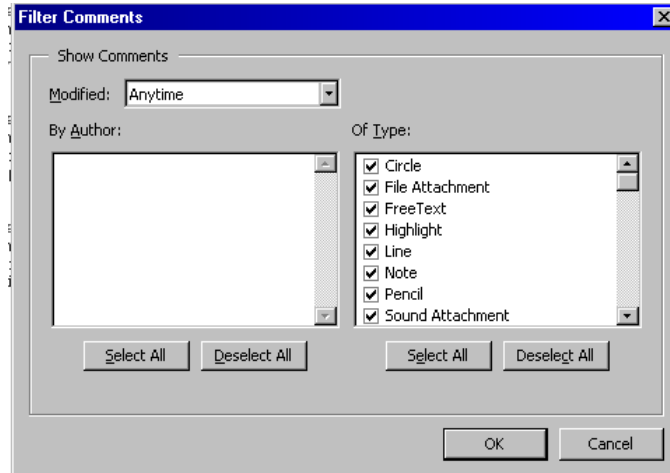
3. In this example, a summary report by comment type has been generated. The report sorts comments by highlight, strikeout, note, etc. Beneath each category, the report details the comment by page number, sequence number, author, date/time, and the comment itself. Sequence number details in which sequence a comment was created in that particular category.
4. To print the summary report, select **File > Print** from the menu bar, or use the Print button.



### To Filter Comments:

The filter option is useful when you wish to generate a summary report of comments of only one or two types. For example, you may have a brief that has numerous comments of various types; you may want to generate a summary report on highlighted text only.

1. Select **Tools > Comments > Filter** from the menu bar. The Filter Comments screen appears.
2. To customize the summary report, use any of the following options:

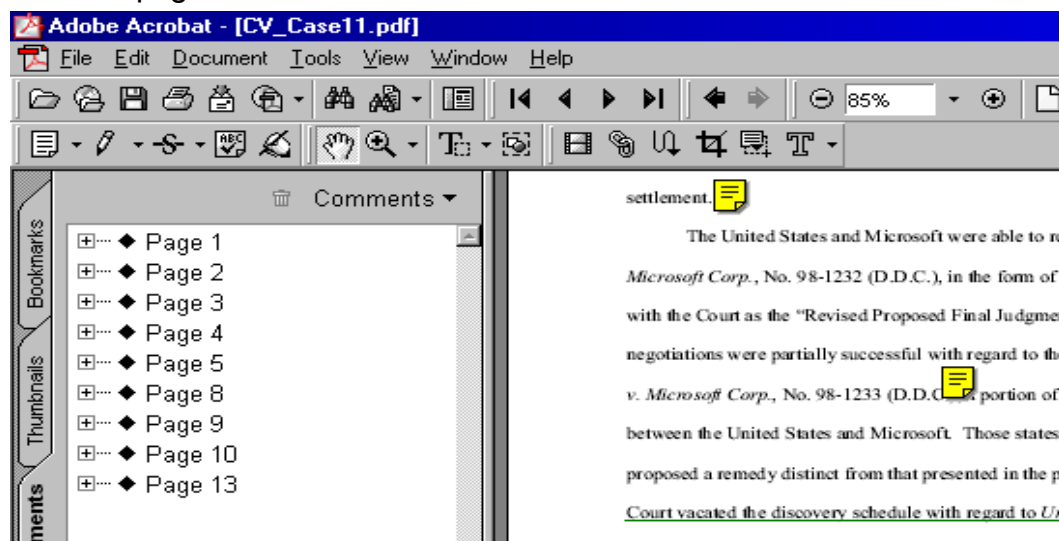


- Modified:** Choose the period the comments were created (e.g. within the last 24 hours, within the last 30 minutes, anytime).
- By Author:** Select the author of the comment individually or every author by clicking on Select All.
- Of Type:** Choose the type of comment that you want summarized on the report. Click in the selection box ( ☐ ) to deselect a comment type.

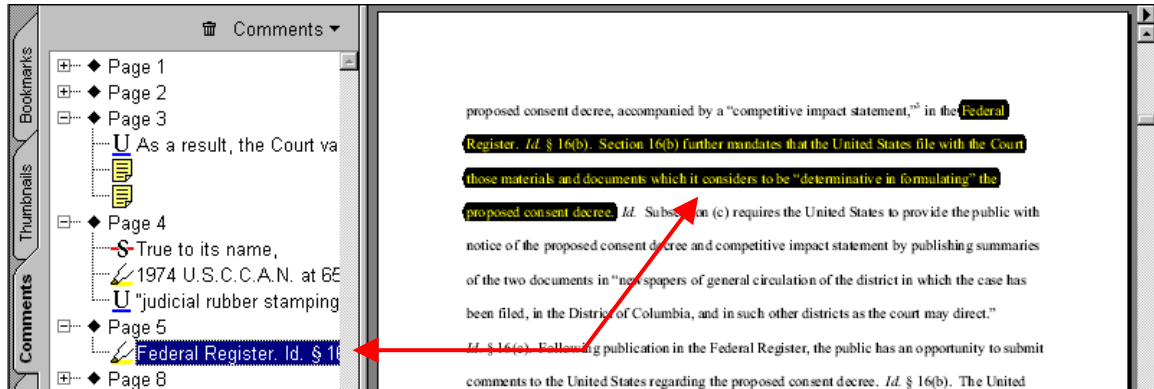
3. Click on the OK button to generate the summary report.
4. Select **File > Print** or click on the Print button to print the summary report.

### To Display Comments in Outline Format:

1. Ensure that the annotated PDF document is displayed in Adobe Acrobat.
2. Select the Show/Hide Navigation Pane button, then click on the Annotations tab. Acrobat expands the navigation pane located on the left side of the screen, with a list of pages that include comments.



- 3. Click on the expand icon to display the list of comments per page.
- 4. To jump to the location of the comment in the PDF document, select the appropriate annotation in the navigation pane.



- 5. Click on the collapse icon to close the list of comments in the navigation pane.

### To Delete Comments:

- 1. Select the comment you wish to delete from the PDF document.
- 2. Press the delete key to remove the comment from the PDF document.

You may also right-mouse click to display the drop-down menu, then select the Delete... option.

# Security

Users can set passwords to prevent others from viewing, editing or printing certain documents (such as a draft order) during the editing process. In addition, passwords may be established for documents that are saved on the court's network, and should only be viewed or edited by certain people in chambers. Acrobat provides two types of passwords - **Open** and **Owner**; the open password will allow a user to Open and view the document, and the Owner password will allow a user to perform various operations to the document. Although setting passwords to particular PDF documents is useful, it is important to know that:

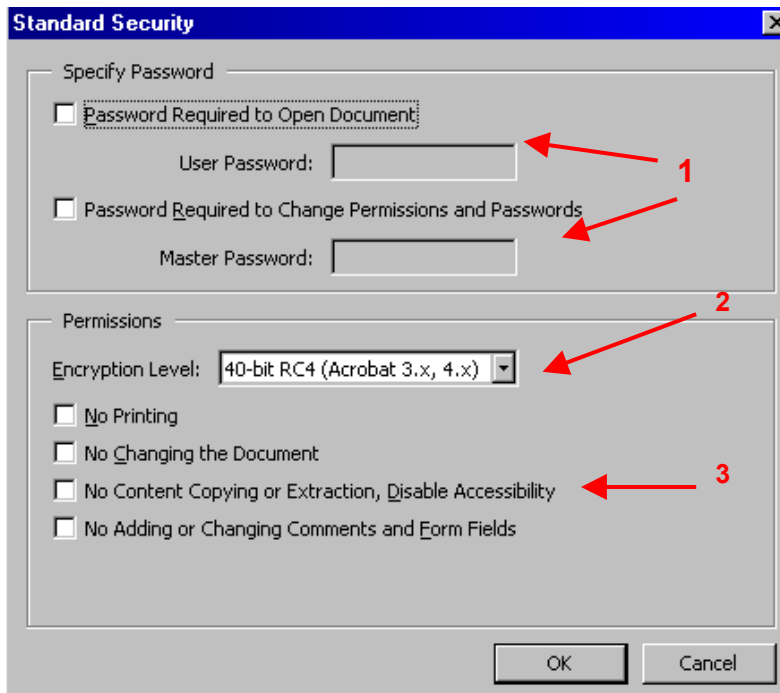
- The Acrobat password is separate from the CM/ECF password that you use to file in a case;
- Should you lose or forget your password to access secured PDF documents, Acrobat does not provide any means to inform you of it, nor remove the security level.

## To Password-protect PDF Documents:

1. While the PDF document is open, select **File > Document Security...** from the menu bar. The Document Security screen appears.



2. Click on the drop-down arrow next to the Security Options field. Select Acrobat Standard Security to choose security settings.
3. The Standard Settings button appears. Click in the appropriate boxes to establish document protection.

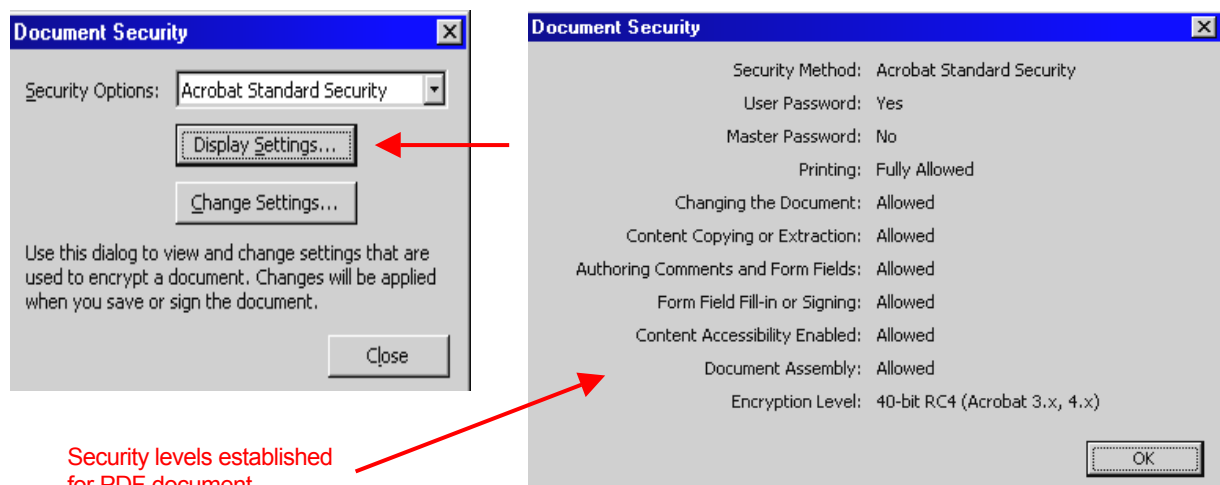


1. Select which type of security you wish to establish for the document.
2. Select the appropriate encryption level (40 bit or 128-bit). The parentheses indicate which version of Acrobat is compatible to the encryption levels.
3. Select which permissions you wish to reference for users with the Open Document password.

4. Click on the OK button when you have completed setting the security options. Acrobat will ask you to confirm the password(s) you have established for the PDF document.

### To Edit Document Security Settings:

1. Open the PDF document that is password-protected.
2. Select **File > Document Security...** from the menu bar. The Document Security screen appears. The Display Settings and Change Settings buttons are enabled.
3. Click on the Display Settings button to view the security levels established for the PDF document. Click on OK to exit the screen.



Security levels established for PDF document.

4. Click on the Change Setting button to change the password or permissions associated with the PDF document. The Standard Security screen appears.



5. Make changes to the PDF security settings as needed. (See section *“To Password-protect PDF Documents”* for instructions).

This feature **is not recommended** as a replacement for sealed documents or sealed cases. Establishing passwords on PDF documents from Adobe Acrobat **does not** replace the sealed access functionality in CM/ECF.

Passwords created for PDF documents are **separate** from your CM/ECF password.

# Using Adobe Acrobat with CM/ECF: *How do I...?*

❖ **I would like to have a list of comments made on a document by my law clerk. Does Acrobat do that, and how?**

Comments and mark-ups may be viewed in a number of ways in Adobe Acrobat, on a per-document basis. To view a specific type of comment (for example, only text with strike outs), access the document and select **Tools > Comments > Filter...** In the Of Type: screen, select the annotation type (e.g. Strikeout) and select OK. You can navigate throughout the document, and see only text that has strikeouts. Selecting the Comments tab on the Acrobat desktop will display the page numbers that have only strikeouts.

To generate a list of all comments and mark-ups, select **Tools > Comments > Summarize...** After selecting your options (e.g. sort by type), select OK to generate a report. Select the Print button if you wish to print the report.

For detailed steps on viewing generating a list of comments, see Section 3-D: Document Management.

❖ **Can I prevent other people in chambers or court staff from accessing a PDF document without establishing a password?**

No. Acrobat will only prevent PDF document access if a password is referenced to it.

*Important: passwords should not be created on documents already docketed to CM/ECF. It is suggested that you use this feature within chambers only.*


❖ **Can I access my PDF documents from a divisional office? What about a remote location?**

If you have a DCN connection, and your PDF documents are located on a network drive, you have access to them.

❖ **Can an authorized user access an annotated version of the document from multiple points in CM/ECF?**

No; marked PDFs are not posted to CM/ECF. It is common practice for courts to file only the final copy of a document (e.g. an order) in CM/ECF, and save any drafts or revisions to the document on their own network drive or on a disk.

- ❖ **I want to highlight a paragraph of text in my draft opinion and add a note for the law clerk to review. Can this be done in Acrobat?**

Yes. After highlighting the text, right-click with your mouse and then select **Open Note**. Type your note, and select the close button (  ) to exit from the notes screen.

- ❖ **I just noticed that I failed to revise a word in my document; I have already converted it to PDF, and do not want to go through the steps of creating a new PDF document that includes the correction. Is there a way that I can quickly modify the text in PDF?**

Acrobat has a Text Touch-up tool that useful for small corrections in a PDF document. For detailed instructions, read Section 3-B: Editing Text in PDF Documents.

- ❖ **It would be beneficial to notify the judge that I have made a number of comments to his draft order. Does Acrobat provide this feature?**

Acrobat does not provide any noticing features. As a work-around, you can send an email to the judge with an attachment of the annotated order. Another work-around could be to create a separate folder on the network drive used by the judge, containing all documents with comments.

- ❖ **I have received sequential orders from the party's attorney, and am in the process of drafting one order that responds to them. How can I insert portions of the motions into my order?**

Use the Insert feature to insert pages into a PDF document, or cut and paste portions of the motion into the draft copy before converting it to PDF. For further information, read Section 3: Functionality.

- ❖ **How do I determine if a comment has been reviewed? Does Acrobat reflect whether annotations have been accessed?**

Adobe Acrobat does not indicate when a comment has been reviewed or accessed.

- ❖ **There are a number of comments and mark-ups on this document. Does Acrobat provide a way to view these, so I can determine which I need to respond to first?**

There are many ways to view comments and mark-ups that are found on a document, such as by date; by author; and by type. Go to Section 3-D: Document Management to obtain instructions on viewing or generating reports on annotations.

❖ **If I make changes to any comment, does Acrobat keep a record of the previous entry? If so, how may I retrieve them?**

Acrobat does not automatically save comments made to a PDF document, nor does Acrobat provide a list of previous entries. A possible work-around is to save to disk or to the hard drive each instance the PDF document and/or comments associated to the document is made (example: [filename]\_1.pdf, [filename]\_2.pdf).

❖ **I have three interns who work in my chambers. How can I keep track of which one made an annotation to my documents, and when?**

Acrobat records the date and time of an annotation to a document, which is useful for keeping track of the most recent entries. In addition, Acrobat records the user's name or ID (based on what was entered during software installation).

To differentiate which user entered a comment or marked a document, the user can change their annotation properties, such as the color of their Notes icon. Read "Annotation Properties" under Section 3\_A for additional information.

❖ **Can I cut text the judge left in the Notes box and paste it directly to the PDF document?**

Yes, however use caution in the length of the text; spacing between text and lines may skew the document.

❖ **Does Acrobat have a quick correct feature, similar to word processing programs?**

No, however Acrobat does have a spell-check feature for comments. While the annotated document is open, select **Tools > Spelling > Check Form Fields and Comments** from the menu bar. The Spell Checking screen will walk you through using this functionality.

❖ **I want to view just one of the comments to the PDF copy of the order I have open. How can I do that?**

Double-click on the icon to display the comment box. Select the close button ( X ) to exit.

❖ **I would like to differentiate my comments by color and type. How may I achieve this in Acrobat?**

Adobe Acrobat's comments feature provides various types of annotations (notes, strikeout, highlight, circle, underline, etc.), with unique icons to identify each type. You may also use the Properties feature for comments is available to change the color of each type of annotation.

- ❖ **I have already converted my order to PDF, and have decided that I want to replace page *n* with another page I have saved on my hard drive? Is it possible to do this with Acrobat?**

Use the Replace feature found in Adobe Acrobat. Go to “Replacing a Page in a PDF Document” under Section 3-D.

- ❖ **I would like the flexibility to access my PDFs from home, review and make comments if necessary. What do I need to do to accomplish this?**

You can copy your PDF documents to disk, review and make any needed corrections to the PDF document and upload it back to the network drive or your office computer at a later time. Also, check with your Systems Administrator for other means of access.

- ❖ **I would like to see an outline of comments and mark-ups while I have my document open in PDF. How can I do that?**

Select the Comments tab located to the left of the Acrobat desktop. The navigation page will display the page numbers that contain any type of annotation; click on the collapse button to view the type of comments per page. See “*Displaying Comments in Outline Form*” under Document Management in Section 3.

- ❖ **I have marked-up the wrong paragraph. How do I correct this?**

Right-click on the annotation with your mouse and select Delete. If you have placed a comment icon in an incorrect location, move the icon to its proper location by holding the left mouse button down and dragging it.

- ❖ **I forgot to delete a page before converting it to PDF. Can I delete it in Acrobat? Will it automatically renumber the document?**

Acrobat does have a feature that allows users to delete a page or a number of pages that are in PDF format, and will automatically renumber the entire document. For further instructions, go to “*Deleting Pages from a PDF Document*” in Section 3.

- ❖ **Can I email an annotated copy of this document to the judge for review?**

See your Systems Administrator regarding setting up and using Adobe Acrobat’s Send Mail feature. Otherwise, use Lotus Notes as a work-around, by attaching a copy of the PDF document to your email message.

❖ **Does Acrobat offer other methods for moving around a PDF document or selecting options?**

You can use the mouse or the keyboard to perform various functions in Acrobat. If you wish to use keyboard shortcuts for performs such tasks as cutting text or selecting the Strikeout Tool, refer to the shortcut key below.

## **Adobe Acrobat Shortcuts (Windows)**

Tool	Keystroke
Article	A
Crop	C
Form	F
Hand	H
Link	L
Pencil	N
TouchUp Text	T
Notes	S
Highlight Text	U
Text Select	V
Zoom In	Z
Zoom Out	Shift+Z
Line, Rectangle, Ellipse*	Shift+N
Text, file or audio comment*	Shift+S
Strikeout, Underline*	Shift+U

\*This keystroke may also be used to select the other tools normally shown in the drop-down screen. For example, if the Strikeout icon is visible, press **Shift+U** again to display and select the Underline tool.

## **Navigation Keys**

Previous Screen	Page Up
Next Screen	Page Down
First Page	Home
Last Page	End
Delete/Clear	Delete
Previous Page	Left Arrow
Next Page	Right Arrow
Scroll Up	Up Arrow
Scroll Down	Down Arrow
Show/Hide Full Screen	CTRL+L
Go to Page	CTRL+N
Go to Previous Document	ALT+SHIFT+Left Arrow
Go to Next Document	ALT+SHIFT+Right Arrow

### Function Keys

Help	F1
Show/Hide Bookmarks	F5
Show/Hide Thumbnails	F4
Show/Hide Menu Bar	F9
Spell Check	F7
Show/Hide Toolbar	F8
Find	CTRL+F
Find Again	F3

### Editing Keys

Select All	CTRL+A
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Open	CTRL+O
Quit (Exit)	CTRL+Q
Print	CTRL+P
Save	CTRL+S
Close	CTRL+W
Undo	CTRL+Z
Zoom In	CTRL + (+)
Zoom Out	CTRL + (-)
Delete Page(s)	SHIFT+CTRL+D
Insert Page(s)	SHIFT+CTRL+I
Save As	SHIFT+CTRL+S
Add New Bookmark	CTRL+B

### Search Keys

Find	CTRL+F
Find Again	CTRL+G

### Miscellaneous

Document Summary Box	CTRL+D
Summarize Comments	SHIFT+CTRL+T